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Kutztown University Curriculum Committee

4-24-2008

UCC Minutes April 24, 2008

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**KUTZTOWN UNIVERSITY
UNIVERSITY CURRICULUM COMMITTEE**

MINUTES OF THE APRIL 24, 2008 MEETING

Randy Schaeffer called the meeting to order stating there was a quorum.

PRESENT: Randy Schaeffer (Chairperson), Vera Brancato, Susan Czerny, Rosemary Fliszar, Johanna Forte, Karen Kresge, Christine Lottes, Debra Lynch, Lynn Milet, Elizabeth Rogol, Brandie Smith, and Carole Wells.

ABSENT: College of Business Representative, Kizzy Morris, Marilyn Stewart, and the Undergraduate Student Representative.

ALSO IN ATTENDANCE: Joyce Campbell, Frederick Garman, and Daniel Szilagyi.

GENERAL ANNOUNCEMENTS

R. Schaeffer announced that committee members should have received 2 new course proposals as they entered the meeting. He requested a motion to add LAS 07123 and LAS 07124 at the end of the agenda immediately before the Announcements. A motion was made by D. Lynch, seconded by K Kresge to amend the agenda. MOTION PASSED.

R. Schaeffer announced committee members should have also received an Old Syllabus to accompany proposal VPA 0875.

R. Schaeffer welcomed a new UCC member, Vice Provost for Academic Affairs, Dr. Carole Wells.

R. Schaeffer announced a continuation meeting is scheduled for Thursday, May 1st, at 11:00 a.m. in Old Main 136 if needed. Voting members should send a designee if they are unable to attend.

MINUTES

V. Brancato noted errors in statements and documentation that were recorded in the Minutes. The first one is on page 3, under the Comments for LAS 07136 and 07137; in the last sentence as *the course is no longer offered* should be removed. Although this was stated at the March meeting, the course is still active.

V. Brancato noted under Comments for LAS 08026, the change of title noted by the Nursing Department in the Summary of Request was incorrect and should be eliminated – there was not a change in title.

It was moved by C. Lottes and seconded by K. Kresge to approve the minutes from the March 27, 2008 meeting as amended. MOTION PASSED.

OLD BUSINESS

- Current #: EDU 0805
Course: Course Revision: xxx 015, College of Education: First Year Seminar (Effective Fall 2008)
- Current #: LAS 07064
Course: New Course: SWK 5xx, The Organization and Practice of Family Group Decision Making I (Effective Spring 2009)
- Current #: LAS 07065
Course: New Course: SWK 5xx, The Organization and Practice of Family Group Decision Making II (Effective Spring 2009)
- Current #: LAS 07066
Course: New Course: SWK 5xx, The Organization and Practice of Family Group Decision Making III (Effective Spring 2009)
- Current #: LAS 07096
Course: New Course: FRE 213, French Advanced Conversation (Effective Fall 2008)
Proposal: Addition of course to master course listing and permission to use in General Education.

It was moved by K. Kresge and seconded by E. Rogol to remove this proposal from the table for consideration and approval. It was moved by C. Lottes and seconded by D. Lynch to table this motion. MOTION PASSED.

NEW BUSINESS

University Curriculum Committee

- Current #: UCC 0801
Course: Routing Procedures for Distance Education Courses (Effective Fall 2008)
Proposal: The Collective Bargaining Agreement requires a course approval policy for all Distance Education Courses.
Comments: R. Schaeffer was present to speak to this policy. **Delete** from the suggested routing procedure language the last sentence: "This routing procedure must be followed every time a particular course is to be offered via Distance Education."

It was moved by L. Milet and seconded by R. Fliszar to amend the bylaws change. MOTION PASSED.

It was moved by K. Kresge and seconded by E. Rogol to consider and approve this proposal as amended. MOTION PASSED.

College of Education

A motion was made by C. Lottes and seconded by J. Forte to amend the agenda to consider the College of Education proposals. MOTION PASSED.

Current #: EDU 0831
Course: Course Revision: Dance Repertory (Effective Spring 2009)
Proposal: Change in contact hours.
Comments: J. Campbell and F. Garman were present to speak to this proposal. Change contact hours **from 1 to 2**. Change effective date **from** Fall 2008 **to** Spring 2009.

It was moved by C. Lottes and seconded by K. Kresge to consider and approve this proposal. MOTION PASSED.

Current #: EDU 0833
Course: Course Revision: Omnibus Course Assessment for (HEA) Courses (Effective Fall 2008)
Proposal: Change in course syllabus.
Comments: F. Garman was present to speak to this course. Add Course Assessment piece to all HEA courses after Course Objectives and before Course Outline.

It was moved by D. Lynch and seconded by C. Lottes to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: EDU 0835
Course: Course Revision: Omnibus Course Assessment for (PED) Courses (Effective Fall 2008)
Proposal: Change in course syllabus.
Comments: F. Garman was present to speak to this course. Add Course Assessment piece to all PED courses after Course Objectives and before Course Outline.

It was moved by D. Lynch and seconded by C. Lottes to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: EDU 0836
Course: Course Revision: Omnibus Course Assessment for (ITC) Courses (Effective Fall 2008)
Proposal: Change in course syllabus.
Comments: L. Milet was present to speak to this course. Add Course Assessment piece to all ITC courses after Course Objectives and before Course Outline.

It was moved by D. Lynch and seconded by L. Milet to consider and approve this proposal. MOTION PASSED.

College of Business

Current #: BUS 0817
Course: Course Revision: ECO 350, Public Finance (Effective Fall 2008)

Proposal: Change in course description and syllabus.
Comments: The Course Description must be revised to be written in complete sentences and submitted to the UCC Office before it is submitted for the *Bulletin*. Under the section on Assessment, add “of” after the word “bases.”

It was moved by L. Milet and seconded by K. Kresge to consider and approve this proposal.
MOTION PASSED.

Current #: BUS 0820
Course: Course Revision: ECO 379, Independent Study (Effective Fall 2008)
Proposal: Change in course description and syllabus.

It was moved by D. Lynch and seconded by K. Kresge to consider and approve this proposal.
MOTION PASSED.

Current #: BUS 0828
Course: New Course: MKT 333, Marketing the Attractions Industry
(Effective Spring 2009)
Proposal: Addition of course to master course listing.

It was moved by L. Milet and seconded by E. Rogol to consider and approve this proposal.
MOTION PASSED.

Current #: BUS 0831
Course: New Course: MGM 333, Managing Attractions Operations
(Effective Spring 2009)
Proposal: Addition of course to master course listing.

It was moved by K. Kresge and seconded by R. Fliszar to consider and approve this proposal.
MOTION PASSED.

Current #: BUS 0832
Course: Course Revision: MKT 210, Principles of Marketing (Effective Spring 2009)
Proposal: Change in course number, syllabus, and prerequisites.
Comments: E. Rogol was present to speak to this course. There is a typographical error on the cover sheet. It should be MKT 310, not MKT 210. A corrected copy has been distributed for your files.

It was moved by E. Rogol and seconded by K. Kresge to consider and approve this proposal.
MOTION PASSED.

ANNOUCEMENTS

Educators Workshop

VPA 08101 Educators Workshop: SPE 370, Leadership for School Personnel
(Effective Summer I 2008)

Selected Topics Courses

BUS 0834 MGM 371, Selected Topics in Management: Managing Attractions Operations
(Effective Summer I 2008)

Other

BUS 0833 Certificate in Attractions Management and Marketing (Effective Spring 2009)

ADJOURNMENT

It was moved by D. Lynch and seconded by L. Milet to adjourn the meeting. MOTION
PASSED.

Lisa J. Dietrich, Recording Secretary

Susan G. Czerny, Secretary

Date

Date

**KUTZTOWN UNIVERSITY
UNIVERSITY CURRICULUM COMMITTEE**

MINUTES OF THE MAY 1, 2008 CONTINUATION MEETING

R. Schaeffer called the meeting to order stating that there was a quorum.

PRESENT: Randy Schaeffer (Chairperson), Vera Brancato, Susan Czerny, Kathleen Dolgos for Christine Lottes, Rosemary Fliszar, Johanna Forte, Karen Kresge, Lynn Milet, Phyllis Miller for Deb Lynch, Elizabeth Rogol, Brandie Smith, and Carole Wells.

ABSENT: College of Business Representative, Kizzy Morris, Marilyn Stewart, and an Undergraduate Student Representative.

ALSO IN ATTENDANCE: S. Pascale Dewey and Daniel Szilagyi.

ANNOUCEMENTS

R. Schaeffer announced that if a representative comes from the Modern Language Studies Department the UCC will consider the tabled proposal LAS 07096 for approval at the end of the agenda.

R. Schaeffer announced that the course proposal GRD 0401 was hand delivered to your offices earlier in the week and would be added this to the end of this agenda.

College of Graduate Studies

Current #: LAS 08035
Course: Course Revision: NUR 450/BIO 450, Introduction to Epidemiology
(Effective Spring 2009)
Proposal: Change in course syllabus and prerequisites.
Comments: R. Fliszar was present to speak to this course. Change effective date **from** Fall 2008 **to** Spring 2009.

It was moved by R. Fliszar and seconded by J. Forte to consider and approve this proposal.
MOTION PASSED.

Current #: LAS 08039
Course: New Course: CSC 505, Fundamentals of Computer Science
(Effective Spring 2009)
Proposal: Addition of course to master course listing.
Comments: Effective date changed **from** Fall 2008 **to** Spring 2009.

It was moved by K. Kresge and seconded by J. Forte to consider and approve this proposal.
MOTION PASSED.

Current #: LAS 08040
Course: Program Change: M.S. in Computer Science: Information Technology Track
(Effective Spring 2009)
Proposal: New track in program.
Comments: Establishes a new Information Technology track. Change effective date **from** Fall 2008 **to** Spring 2009.

It was moved by E. Rogol and seconded by R. Fliszar to consider and approve this proposal.
MOTION PASSED.

Current #: LAS 08041
Course: Program Change: Combined BS/MS in Computer Science: Information
Technology Track (Effective Spring 2009)
Proposal: New track in program.
Comments: Change effective date **from** Fall 2008 **to** Spring 2009.

It was moved by L. Milet and seconded by K. Kresge to consider and approve this proposal.
MOTION PASSED.

College of Liberal Arts & Science

Current #: LAS 08042
Course: Course Revision: CPY 511, Inferential Statistics and Research Design
(Effective Fall 2008)
Proposal: Change in course syllabus.
Comments: The cover sheet is incorrect. The course is an Assessment for CPY 511 only.

It was moved by R. Fliszar and seconded by E. Rogol to consider and approve this proposal.
MOTION PASSED.

Current #: LAS 08063
Course: Program Change: B.A. German Minor (Effective Spring 2009)
Proposal: Change in minor program requirements and electives.
Comments: Remove GER 340 from Required Courses. Remove GER 325 from Elective
Courses.

It was moved by K. Kresge and seconded by J. Forte to consider and approve this proposal.
MOTION PASSED.

Current #: LAS 08068
Course: Course Revision: GEL 230/231, Paleontology Lecture/Lab
(Effective Fall 2008)
Proposal: Change in course syllabus and load hour equivalent.
Comments: Corrects a typographical error in the Summary of Request for this proposal.
Change clock hours **from** 4 **to** 5. Semester hours remain the same.

It was moved by K. Kresge and seconded by B. Smith to consider and approve this proposal.
MOTION PASSED.

College of Visual & Performing Arts

Current #: VPA 0812
Course: Course Revision: MUP 289, Jazz Orchestra (Effective Fall 2008)
Proposal: Change in course syllabus.
Comments: Add Assessment between Course Objectives and Course Outline.

It was moved by E. Rogol and seconded by L. Milet to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: VPA 0816
Course: Course Revision: MUS 225, Jazz: Its History and Influence
(Effective Fall 2008)
Proposal: Change in course syllabus.
Comments: Add Assessment between Course Objectives and Course Outline.

It was moved by E. Rogol and seconded by L. Milet to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: VPA 0822
Course: Course Revision: MUS 226, Jazz Improvisation (Effective Fall 2008)
Proposal: Change in course syllabus.
Comments: Add Assessment between Course Objectives and Course Outline.

It was moved by E. Rogol and seconded by L. Milet to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: VPA 0875
Course: Course Revision: CDE 238, Graphic Design I: The Visual Message
(Effective Spring 2009)
Proposal: Change in course title, syllabus, and prerequisites.
Comments: K. Kresge was present to speak to this course. Change title **from** Graphic Design I: Symbolology, **to** Graphic Design I: The Visual Message. Add Assessment between Course Objectives and Course Outline. **Add** the phrase: "Students must earn a grade of C or better in the following courses:" to the beginning of Prerequisites in the Course Description.

It was moved by K. Kresge and seconded by J. Forte to consider and approve this proposal.
MOTION PASSED.

College of Liberal Arts & Sciences

Current #: LAS 07096
Course: New Course: FRE 213, French Advanced Conversation (Effective Fall 2008)
Proposal: Addition of course to master course listing.

Comments: S. Pascale Dewey was present to speak to this proposal. **Change Prerequisites to FRE 104 or Permission of the Instructor. Add 3 c.h. – 3 s.h. to Course Description. Change effective date from Fall 2008 to Spring 2009.**

It was moved by K. Kresge and seconded by E. Rogol to remove this proposal from the table for consideration and approval. MOTION PASSED.

College of Graduate Studies

R. Schaeffer announced that Course Proposal GRD 0401 was brought to his attention by the Provost.

Current #: GRD 0401
Course: 400-Level Courses
Proposal: Revision of the definition of, and policy for using, 400-level courses.
Comments: R. Schaeffer spoke to the proposal. This proposal was removed from the UCC agenda on February 26, 2004 prior to the meeting. The Provost has requested the proposal now be considered.

It was moved by K. Kresge and seconded by J. Forte to consider and approve this proposal. MOTION PASSED.

ADJOURMENT

It was moved by J. Forte and seconded by K. Kresge to adjourn the meeting. MOTION PASSED.

Lisa J. Dietrich, Recording Secretary

Susan G. Czerny, Secretary

Date
5-2-08

Date